

The regular meeting of the Municipal Civil Service Commission convened on Monday, May 19, 2003, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

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RE: *Review and approval of minutes from the April 21, 2003, special meeting.*

The minutes were approved as written.

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RE: *Review and approval of minutes from the April 28, 2003, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conferences for the following appeals:*
a) *Darryl Thompson vs. Columbus Public Schools, Appeal No. 02-BA-0021. Fire Safety Equipment Worker – Discharge – hearing scheduled for July 14, 2003.*
b) *Vivian Franklin vs. Columbus Public Schools, Appeal No. 02-BA-0022. Bus Driver – Discharge – hearing scheduled for June 16, 2003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on two pre-hearing conferences heard prior to today's meeting.

Vivian Franklin, a Bus Driver with the Columbus Public Schools was discharged on the basis that she stopped her school bus at other than a regular stop and required some students to exit the bus because they were unruly. These students were later stopped by the Bexley Police and were asked why they were wandering around. It is estimated this trial board would take one full day and both parties have overlapping witnesses. This case will require a fair amount of testimony to discern whether or not the students were unruly.

Darryl Thompson, a Fire Safety Equipment Worker with the Columbus Public Schools was discharged for abandonment of position for a period of five days. There are approximately six overlapping witnesses and the case is based on the merits and mitigation. It is estimated that the entire trial board will last more than one half of a day but less than one full day.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Request of appellant James C. Shivers to withdraw the appeal he filed with the Civil Service Commission on August 21, 2002, regarding the action of the Department of Public Safety, Division of Police, suspending him for 8 hours from the position of Police Officer – Appeal No. 02-CA-0011.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Dorothy Martin to withdraw the appeal she filed with the Civil Service Commission on November 12, 2002, regarding her discharge from the position of Intervention Aide with the Columbus Public Schools – Appeal No. 02-BA-0020.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Sandra Columbro to withdraw the appeal she filed with the Civil Service Commission on March 20, 2003, regarding her discharge from the position of Account Clerk with the Columbus Public Schools – Appeal No. 03-BA-0008.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Columbus Public Schools Classification Actions.*

No Columbus Public Schools classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to review the request of Holly Kanode to reinstate her name to the Police Officer eligible list.*

Ms. Kanode made a statement to the Commissioners requesting that her name be reinstated to the police officer eligible list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to review the request of Jossette Okereke to reinstate her name to the Police Officer eligible list.*

Ms. Okereke made a statement to the Commissioners requesting that her name be reinstated to the police officer eligible list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Columbus Public Schools Classification Actions.*

No Columbus Public School classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification City Clerk (U) with no revisions (Class Code 0150).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for City Clerk (U) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 2000. There is currently one incumbent in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Deputy City Clerk with no revisions (Class Code 0151).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Deputy City Clerk with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in December 1998. There is currently one incumbent in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Senior Legislative Analyst (U) with no revisions (Class Code 0839).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Senior Legislative Analyst (U) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in May 2001. There are currently four incumbents in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Legislative Analyst (U) with no revisions (Class Code 0836).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Legislative Analyst (U) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if

needed. This classification was last reviewed in December 1998. There are currently eleven incumbents in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Human Resources Director (U) with no revisions (Class Code 0130).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Department Deputy Director (U) [Class Code 0051].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Department Deputy Director (U) in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in November of 1998. There are currently eight incumbents serving as Department Deputy Director (U).

It was recommended that the definition be revised to provide greater information regarding the breadth of responsibility of this classification. It was also recommended that two additional examples of work be added to better illustrate the type of work performed by incumbents. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Parks Planning and Maintenance Coordinator to read Parks Planning Coordinator and amend Rule XI accordingly (Class Code 1204).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to a request from the Director of the Recreation and Parks Department. There are currently two incumbents serving in the Parks Planning and Maintenance Coordinator classification; one is the head of the Planning and Design section and the other is the head of the Parks Maintenance section. While both positions are classified using the same classification, the responsibilities are clearly divided with little similarity in their job functions; in addition, the required minimum qualifications are very different. It was requested that this classification be separated into a Parks Planning Coordinator and a Parks Maintenance Coordinator. In order to accomplish this request, it was recommended that the Parks Planning and Maintenance Coordinator class be retitled to read Parks Planning Coordinator and that a second request be made to create a Parks Maintenance Coordinator.

The definition was modified to remove references to the parks maintenance section. The examples of work section was reviewed and revised to incorporate only those responsibilities performed by the planning coordinator. The minimum qualifications were revised to be consistent within the parks development class series and show an experience progression from the entry level up through the coordinator level. A substitution was permitted that allows a master's degree in recreation and

parks administration, business administration, public administration, engineering, architecture, agriculture or a closely related field to be substituted for one year of the required non-supervisory experience.

The knowledge, skills and abilities section was revised to incorporate some knowledge and ability statements relating to the technical, planning aspects of the job. It was recommended that the probationary period remain 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Parks Management Coordinator, assign a 365 day probationary period, designate the examination type as noncompetitive and amend Rule XI accordingly.*

Request of the Civil Service Commission to reallocate position number 51-01-06696 from Parks Planning and Maintenance Coordinator to the proposed Parks Management Coordinator classification and allow the affected incumbent to retain his classification seniority and status.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to a request from the Director of the Recreation and Parks Department. There are currently two incumbents serving in the Parks Planning and Maintenance Coordinator classification; one is the head of the Planning and Design section and the other is the head of the Parks Maintenance section. While both positions are classified using the same classification, the responsibilities are clearly divided with little similarity in their job functions; in addition, the required minimum qualifications are very different. It was requested that this classification be separated into a Parks Planning Coordinator and a Parks Maintenance Coordinator. In order to accomplish this request, it was recommended that a specification be created for a Parks Management Coordinator and the Parks Planning and Maintenance Coordinator class be retitled to read Parks Planning Coordinator.

By definition the proposed Parks Management Coordinator is responsible for the administration and supervision of the maintenance section of the Recreation and Parks Department. The examples of work section of the specification was developed to incorporate responsibilities currently performed by the parks management coordinator. The minimum qualifications were largely based upon the current minimum qualifications for the Parks Planning and Maintenance Coordinator classification, which have been the requirements used by the department to fill vacancies of this position and have worked well for them. The knowledge, skills and abilities section was developed to include those knowledges, skills, and abilities typically required to successfully perform the job. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days, which is consistent with high-level management jobs in the City.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Human Resources Representative (Class Code 0854).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Human Resources Representative as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in June of 1998. There are currently eight incumbents in various City departments.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Human Resources Representative.

No revisions to the minimum qualifications were recommended. It was recommended that some changes to the knowledge, skills and abilities section of the specification be made to more accurately define the level of skill necessary for performance of the tasks. No revisions to the examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Human Resources Generalist (Class Code 0855).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Human Resources Generalist as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in November of 2001. There are currently sixteen incumbents in various City departments.

It was recommended that the definition be revised to more accurately define the level of supervision necessary for performance of the job tasks. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Human Resources Generalist. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Community Relations Representative (Class Code 0798).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Community Relations Coordinator (Class Code 0796).*

This item was deferred.

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RE: *Request of the Civil Service Commission to revise the specification for the classification Golf Courses Division Administrator (Class Code 0300).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Golf Courses Division Administrator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in May of 1998. There is currently one incumbent assigned to the Department of Recreation and Parks, Division of Golf Courses.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Golf Courses Division Administrator.

There were no recommended revisions to the minimum qualifications. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for

performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Clarissa Alexander regarding her discharge from the position of Food Service Helper with the Columbus Public Schools – Appeal No. 03-BA-0011.

The Commissioners reviewed the appeal Ms. Alexander filed on April 3, 2003, regarding her discharge from the position of Food Service Helper with the Columbus Public Schools. Records submitted from Columbus Public Schools indicate Ms. Alexander was a substitute employee. Section 7.3 of the agreement between Columbus School Employee’s Association and the Columbus Board of Education states that substitute employees “are not considered as either full-time or regular part-time employees subject to the terms of this agreement.” The Commission determined that substitute employees are not considered regular classified employees and therefore may be terminated without the right to appeal. Based upon the foregoing, the Commission determined it lacks jurisdiction over Ms. Alexander’s appeal and dismissed it without a hearing.

Review of the appeal of William W. Vines regarding his discharge from the position of Special Needs Instructional Assistant with the Columbus Public Schools – Appeal Number 03-BA-0013.

The Commissioners reviewed the appeal Mr. Vines filed on April 14, 2003, regarding his discharge from the position of Special Needs Instructional Assistant with the Columbus Public Schools. Section 3319.088 of the Ohio Revised Code indicates that educational assistants shall have all the rights, benefits, and legal protection available to other non-teaching employees except for the provisions of Chapter 124 of the ORC, which pertains to rights to appeal certain disciplinary actions to the Civil Service Commission. The Commission determined that since Chapter 24 does not apply to instructional assistants, Mr. Vines is not entitled to appeal his discharge to the Civil Service Commission. Based upon the foregoing, the Commission determined it lacks jurisdiction over Mr. Vines’ appeal and dismissed it without a hearing.

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Background Administrative Reviews
Conducted By Theresa Lynn Carter

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Anthony R. Iulianelli	Firefighter	03-BR-034
Scott Call	Firefighter	03-BR-035
David Joseph	Firefighter	03-BR-036

After reviewing the files of Anthony Iulianelli and Scott Call, the Commissioners decided that their names would not be reinstated to the firefighter eligible list. After reviewing the file of David Joseph, the Commissioners decided that his name would be reinstated to the firefighter eligible list.

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The Commission adjourned its regular meeting at 1:10 p.m.

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Priscilla R. Tyson, Commission President

June 30, 2003

Date